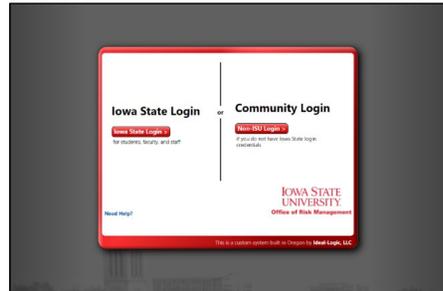


# Guide for Department Motor Vehicle Record (MVR) Checks Iowa State University

## Submitting a Departmental Motor Vehicle Record (MVR) Check Request

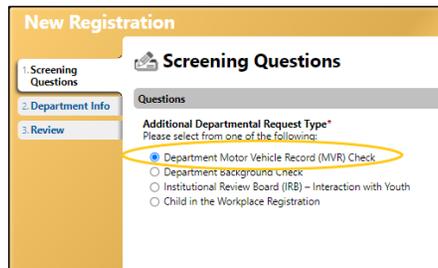
1. Log in to <https://apps.ideal-logic.com/iowastateriskmanagement> through the “Iowa State Login” option with your ISU netID and password.



2. On the “Home Screen”, navigate to the “Additional Departmental Request” option.



3. On the Screening Questions tab, select the “Department Motor Vehicle Record (MVR) Check” option.



4. On the Department Info tab, enter the following information:

The screenshot shows a web form titled "Request". It has several sections: "Request Title" with a text input field; "Start and End Dates" with a note "Please Note: For MVR or other background checks, please enter the date range for this request (up to one year)" and two date pickers; "Description" with a text area; "College/Unit" with a dropdown menu showing "Academic Affairs Division - Senior Vice President and Provost Services"; and "Department" with a dropdown menu showing "CENTER FOR EXCELLENCE IN LEARN & TEACH - 18000 Services". There is also a "Authorization" section at the bottom.

### Request

- a. Request Title
  - i. Give your request a title that can be readily identified. *ie: 2022-23 Risk Management MVR Checks*
- b. Start and End Dates
  - i. MVR checks must be reviewed and approved annually. Enter a date range for your request. *ie: 01/01/2022 through 12/31/2022*. Please note: We recommend identifying a date range that aligns with any annual staffing changes that may occur in your department. Your request cannot exceed one year.

### Questions

- c. Description
  - i. Please describe the purpose for your request. *ie: Student workers and professional staff members that will have driving responsibilities for our department.*
- d. College/Unit
  - i. Please select your College/Unit from the provided list.
- e. Department
  - i. Please select your Department from the provided list.

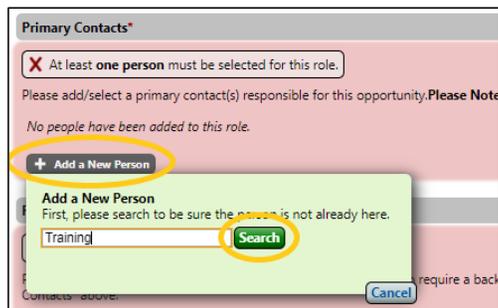
### Authorization

- f. Department Chair/Unit Director
  - i. Please select your Department Chair/Unit Director. This individual will be asked to log into the system to review and approve the information reported in the form to ensure that the request is valid.

The screenshot shows the "Authorization" section of the form. It includes a "NOTE: The individual you list in the following field will be asked to log in" and a "Department Chair/Unit Director" dropdown menu. Below this is a "Select a Person" dropdown menu. A "Select People" search box is also visible, containing the text "Training" and a "Search" button. There is also a "Cancel" button at the bottom.

### Primary Contacts

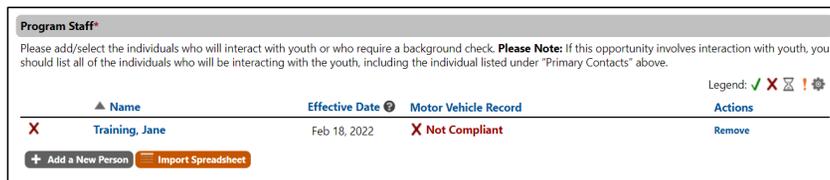
- g. Please add/select a primary contact(s) responsible for this request. (Please note: primary contact(s) will have access to the request form and be able to monitor the progress of MVR checks).



### Program Staff

- h. Please select/add the individuals who need to complete an MVR check. You can select “Add a New Person” to add individuals one by one by searching the directory or select “Import Spreadsheet” to upload an excel document of individuals.

For the “Import Spreadsheet” option, please download the sample spreadsheet for appropriate formatting. You must include first name, last name, and email address to upload a spreadsheet, but do not need to enter information under the staff status, interaction code, or driver columns.



- 4. Once all of the required information has been added to the form, click “Next” at the bottom of the form. Review the information and then select “Submit Registration”.

## Departmental MVR Check Request Review (after submission)

1. After the request form has been submitted, the information will be reviewed by the Department Chair/Unit Director. You will be notified via email once the request has been approved.
2. Once the request has been approved, emails will be sent to the individuals that need to complete an MVR check. Please advise the individuals to monitor emails from the system, provide requested information, and complete all required steps.

Each individual will receive an email directly from HireRight, ISU's background check provider, with a link to complete their MVR check requirement. The email will come from CustomerSupport@hireright.com with the subject line, "Iowa State University Office of Risk Management Background Verification Request."

## Monitoring the Departmental MVR Check Request

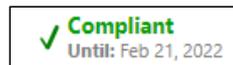
The primary contact(s) can view the status updates of all requested MVR checks at any time by clicking on the "Events/Sessions" tab and selecting "details". From the dashboard, the primary contact(s) can view the request details, monitor authorization status, see individual MVR approvals, send emails to program staff and/or view messages sent from the system.

Form	Date(s)	Program	Department	Event/Session	Status	Actions
<b>Approved</b>						
★ X Youth Programs Registration Form	Mar 2, 2021	Tutorial Program	RISK MANAGEMENT	Tutorials Tutorial Program	0/1	Details
★ X Youth Programs Registration Form	Apr 12-16, 2021	Test Program 101	RISK MANAGEMENT	Test Test Program 101	1/3	Details
★ Volunteer Opportunity Registration Form	Jun 22-26, 2021	Volunteer Group	RISK MANAGEMENT	Test Volunteer Group	1/1	Details

## Monitoring/Viewing Program Staff

The primary contact(s) can monitor the request to ensure all individuals have completed their MVR checks.

**Compliant** = the requirement has been met



**Partially Compliant** = the requirement has been met but will expire prior to the end date of the request. 30 days prior to the expiration date, the system will automatically notify the individual(s) that they need to submit a new MVR check.



**Not Compliant** = the requirement has not been met (and/or was not met during the dates of the request)



Select the “Program Staff” tab to view the list of individuals (aka Program Staff) for all of the requests you have submitted within the system. You can filter by timing and/or compliance status.

▼ Dates	Event/Session	Name	Child Abuse Awareness	Criminal Check	Global Background Check	NSOR	Motor Vehicle Record	Volunteer Agreement Form	Visiting Scholar Agreement Form	Volunteer Agreement (Offline)	Actions
<b>Not Compliant</b>											
X Apr 12-16	Test Program 101	Training, Jane	X Not Compliant Past Activity	X Not Compliant Past Activity	N/A	N/A	N/A	✓ Compliant Never Expires	N/A	N/A	Open Event/Session
X Apr 12-16	Test Program 101	Koester, Danielle	✓ Compliant Never Expires	N/A	N/A	X Not Compliant Past Activity	N/A	N/A	N/A	N/A	Open Event/Session
X Mar 2	Tutorials Tutorial Program	Training, Jane	X Not Compliant Past Activity	N/A	N/A	X Not Compliant Past Activity	N/A	✓ Compliant Never Expires	N/A	N/A	Open Event/Session
<b>Compliant</b>											
✓ Apr 12-16	Test Program 101	Cunningham, Brandy	✓ Compliant Never Expires	✓ Compliant Until Apr 16, 2021	N/A	N/A	N/A	N/A	N/A	N/A	Open Event/Session
✓ Jun 22-26	Test Volunteer Group	Koester, Danielle	N/A	N/A	N/A	✓ Compliant Until Jun 26, 2021	N/A	N/A	N/A	✓ Compliant Never Expires	Open Event/Session

### Editing Program Staff Lists

To edit program staff or change the effective or inactive date of an individual, click on the ‘edit’ button next to the gray “Program Staff” bar within the dashboard.

**Test**  
Feb 2-25, 2022

Department Group: MVR  
0/1  
Not Compliant

Primary Contacts: Jane Training

**Program Staff** Edit

Name	Effective Date	Motor Vehicle
Training, Jane	Feb 16, 2022	X Not Comp

After selecting 'edit', you will be able to add or remove individuals. Program staff should only be removed if they will no longer be driving a university vehicle. Primary contact(s) can edit the effective date for an individual if the date that they will be driving is different than the initial start date of the request (*ie: new employees to the department*). Primary contact(s) can also mark an individual as 'inactive' if the individual had driving responsibilities, but no longer has driving responsibilities (*ie: former employees that are no longer with the department*).

Name	Effective Date	Motor Vehicle Record	Actions
Training, Jane	Feb 16, 2022	Not Compliant	Mark Inactive   Remove

**Please note:** The effective date can only be changed while the request is occurring. No changes to the program staff list can be made after the end date of the request.

### Additional Resources

To learn how to use other features, please review the tip sheets located on the Campus Home screen under "Resources".

Please refer to the following policy and procedures for additional guidance:

[Fleet Safety and Vehicle Use/Rental Policy](#)

[Fleet Safety and Vehicle Use/Rental Procedures & FAQ](#)

**If you have any questions or concerns regarding the Fleet Safety and Vehicle Use/Rental policy or procedures, please contact Transportation Services at [transdispatch@iastate.edu](mailto:transdispatch@iastate.edu) or 515-294-1882.**

**If you have any questions or concerns regarding the Departmental Motor Vehicle Record (MVR) Check process in YPVRs, please contact the Office of Risk Management at [mvr@iastate.edu](mailto:mvr@iastate.edu) or 515-294-7711.**